

LOSS PREVENTION SUBCOMMITTEE
April 14, 2004

MEMBERS ATTENDING

Gary Andrews	Department of Corrections
Andreta Armstrong	Department of Licensing
Clifford Frederickson	Clover Park Technical College
Kathy Gastreich	Department of Corrections
Bill Henselman	Department of Transportation
Larry Keller	Department of Ecology
Carole Mathews	Labor & Industries
Linda Ramsey	Military Department
Jim Smego	Department of Natural Resources
Tom Wendel	Office of the Attorney General

Absent

Dennis Anderson	Department of Health
Stephen Simmons	Department of Social and Health Services

Guests

Kris Brophy	Department of Personnel
Alayne Goodhart	Department of Financial Institutions & Insurance
Christa Manguso	Department of Fish & Wildlife (recently appointed to membership)
Diane Perry	Washington State Patrol

OFM Risk Management Staff

Jolene Bellows
John Nicholson

Gary Andrews called the meeting to order.

Member, guest, and staff introductions.

Minutes of the January 21, 2004 LPSC meeting were approved.

Kris Brophy, Department of Personnel (DOP) Client Services Manager led the discussion on the development of Civil Service Reform - a performance-based culture. DOP will incorporate and develop standards for civil service performance management and performance culture. Plans are being developed for a 1) Implementation Plan; 2) Communications strategies; 3) Compensation policies and strategies. With this new plan lump sum cash bonuses could even be considered. A confirmation criteria model was just drafted and will be out for public comments in May.

Another piece of the plan, the **performance management manual**, will be out in September or October. This is the key piece that will drive the evaluation process. The “how to” details will be in this manual.

Classification and compensation changes include consolidating and grouping like job categories. There will be occupational categories with 4 or 5 levels and a broader range of salaries.

Confirmation – It may be a good idea to look at Colorado’s and Idaho’s processes after adopting the confirmation process to see how it has affected their tort losses.

Bargaining service rules – performance management and disciplinary areas may be good areas for the LPSC to focus on.

Compensation flexibility creates responsibility to monitor compensation. The LPSC may want to review the rules when they are available for review.

Questions on training can be referred to Bill Zachmann, Training Development Services Manager.

Evaluation process – The new performance development plan is complete. It is the backbone for the evaluation process.

DOP classification structures – the next meeting on this topic will be April 22.

Kris was asked about the extent DOP is including risk management in the civil service reform project.

Kris was unsure of the extent at this time, but felt the LPSC efforts may dovetail nicely with the process this year.

Discussion and planning for “Employment Practices Focus”

The LPSC may have a role in providing a risk management approach using “lessons learned” and provide recommendations to RMAC.

It was suggested that the LPSC start on the worksheet, go thru it again and mark items as doable.

A motion was made to recommend to RMAC a Risk Management civil service reform initiative to include an analysis on the impacts of tort liability.

It was recommended to remove the word tort. Motion was moved and approved to read as a Risk Management civil service reform initiative to include an analysis on the impacts of liability.

LPSC Work Plan –

3 strategies under evaluations/employee reviews

- 1) Emphasize the need and purpose of evaluations
- 2) Training on evaluations, frequency of evaluations
- 3) Establish performance measurements and measure them.

Administrative Process for Employee Claims

- 1) Develop a more meaningful internal process that may minimize or eliminate escalation
- 2) Consider a state-wide resolution center
- 3) Create information center for all of the services that are available for employees and supervisors

Hiring Process

- 1) Develop a more uniform question checklist for former employer contact
- 2) Develop a legal "cheat sheet" (do's and don'ts of reference checking)
- 3) Develop a Training Guide

Tools for Supervisors

- 1) Develop a process that would allow for better communication of lessons learned
- 2) Identify different communication tools, i.e. electronic bulletin board, newsletter, forum

It was determined there was no need to meet before the RMAC meeting scheduled for June 29. The new information needs to be sent to LPSC members for review prior to an RMAC presentation.

The next meeting will be July 14, 2004.

Meeting adjourned 3:35 p.m.